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7 May 1958

MEMORANDUM FOR: Deputy Director/Intelligence

SUBJECT: NIS Commendation

1. I have long been concerned about the matter of recognition for the people working on the NIS program in the many producing agencies, and have observed that the outstanding work performed in behalf of an interagency program tends to be overlooked in terms of personnel recognition. Apparently the interagency program, by belonging to everyone, belongs to no one. Supervisors and senior officials quite naturally think of the work performed on their own, immediate, departmental tasks first, and give recognition accordingly. This situation is by no means universal, but it is sufficiently widespread to justify separate action on the part of those officials charged with conduct of the interagency NIS program to insure that outstanding contributions to the program are recognized.

2. I have discussed this matter with the other members of the NIS Committee and find them of like mind. As a result, the Committee has prepared an NIS Memo to be issued to all NIS contributors. The body of this NIS Memo follows:

1. The NIS Committee considers the 10th Anniversary of the NIS program an appropriate occasion to institute the annual award of NIS commendations to those who have made outstanding contributions to the program.

2. Each NIS Committee member may nominate by 30 June of each year five persons from his agency for this commendation. The NIS Committee will consider these nominations at its first meeting after 1 July each year and select those who, in the opinion of the Committee, fully merit this distinction.

3. The annual list of awards will be published in the official proceedings of the Committee and individual letters of commendation, together with engraved certificates, will be presented to the recipients in appropriate ceremony.

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3. A mock-up of the Certificate of Commendation that would be presented to each individual thus honored is attached for your inspection. It is designed for signature of the Chairman, NIS Committee, rather than the DCI, because [REDACTED] has indicated the Director's policy is to sign only those certificates that are issued by the CIA Honor Awards Board. However, since the NIS certificate is to be signed in the name of the Director, it might be well if you would clear this with the DCI before I issue the implementing NIS Memo.

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[REDACTED]
Assistant Director
Basic Intelligence

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Enclosure:

Certificate of Commendation

Distribution:

- O & 1 - addressee
- 1 - OBI (NIS Memo)
- 1 - chrono - nh
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AD/BI:nh

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